

INSTRUCTIONS

Please complete the enclosed Renewal Application according to the following instructions:

Identify your Business Name and Trade Name, (if different).

1. Mailing address & trade address (if different)
2. Number of employees
3. Identify square feet occupied
4. Federal tax Id number or social security number
5. Please state the type of business and supply us with the specific nature of your business
6. Date business established in Herndon (If business relocated outside the Town of Herndon corporate limits in 2009 please call) (703)787-7358 or (703) 435-6813.

CALCULATIONS

Section 1 Section 1 is reserved for applicants in business for 12 months

Enter actual gross receipts for 2009 (wholesale merchants enter gross purchases)

Section 2 Section 2 is for applicants in business less than 12 months. Provide estimate used to obtain business license, enter the difference to determine your tax liability for 2010. All applicants in business for less than 12 months must provide an estimate of gross receipts for 2010. The total payment due for 2010 is the difference between your estimated 2009 tax and your actual tax 2009 plus your estimated 2010 tax.

- Expenses are not allowable for most businesses

TAX RATES

Fee Schedule for Emerging Business

Annual gross receipts up to and including \$50,000 \$30.00

Annual gross receipts of \$50,000 up to and including \$100,000 \$50.00

Gross Receipts greater than \$100,000

Builder & Developer \$0.05 per \$100

Business & Personal Service \$.21 per \$100

Contractors \$.13 per \$100

Hotel & Motels \$.26 per \$100

Repair Service, Retail Restaurants and Deli's \$.13 per \$100

Professional Service \$.40 per \$100

Money lenders \$.20 per \$100

Telephone ½ of 1 %

Leasing/Renting (no inventory) \$0.05per \$100

Wholesale (Gross Purchases) \$0.05 per \$100

Federal Research and Development \$0.03 per \$100

Coin Operated Machines \$200.00 FOR 10 or more MACHINES
\$20.00 PER MACHINE IF LESS THAN 10
\$.36 PER \$100.00 OF GROSS RECEIPTS

ALCOHOL BEVERAGES

WHOLESALE BEER \$25.00

RETAIL ON PREMISE BEER/WINE \$37.50

RETAIL OFF PREMISE BEER/WINE \$37.50

RETAIL ON PREMISE BEER/WINE FOR

HOTEL, MOTEL, RESTAURANT OR CLUBS \$37.50

BANQUET LICENSE \$5.00/DAY

MIXED BEVERAGES

50-100 SEATS \$200.00

101-150 SEATS \$350.00

151 OR MORE \$500.00

GENERAL INFORMATION

- "Gross Receipts" mean the whole entire, total gross receipts without deduction.
- "Gross Purchases" means all goods, wares and merchandise received for sale at each definite place of business of a wholesale merchant
- Business licenses are due March 1. If either the filing date or payment date falls on a Saturday, Sunday or legal holiday the tax shall be filed and paid on the next business day.
- Applicants who fail to file and pay their business license tax by the due date will be assessed a penalty of 10%.
- All businesses must enclose a copy of that portion of the 2009 U.S. Federal Income filing which identifies gross receipts/purchases.

EXCLUSIONS

- The following is excluded from the entity's gross receipts, amounts received and paid to the United States, the Commonwealth or any county, city or town for the state retail sales or use tax, or for local sales tax or any local excise tax on cigarettes, or any federal or state excise taxes on motor fuel.

DEDUCTIONS

- Any amount paid for computer hardware and software that are sold to a United States federal or state government entity, provide that such property was purchased within two years of the sale to such entity by the original purchaser who shall have been contractually obligated at the time of purchase to resell such property to a state or federal government entity. This deduction shall not occur until the time of resale and shall apply only to the original cost of the property and not to its resale price, and the deduction shall not apply to any of the tangible personal property which was the subject of the original resale contract if it is not resold to a state or federal government entity in accordance with the original contract obligation.
- Any receipts attributable to business conducted in another state or foreign country which the taxpayer is liable for an income or other tax based upon income.

Additional information may be obtained by visiting www.herndon-va.gov